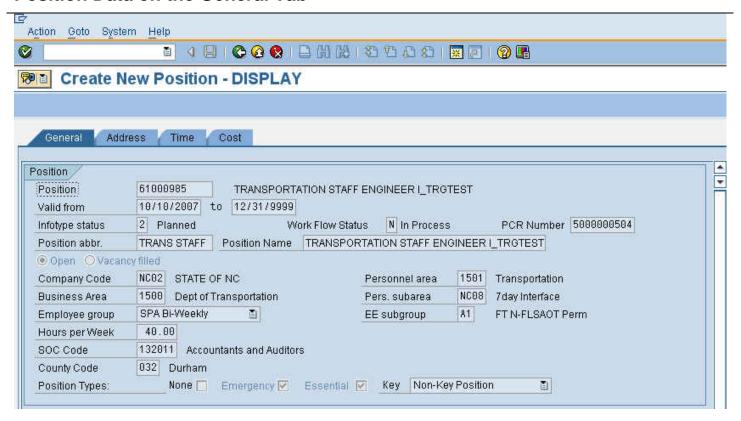
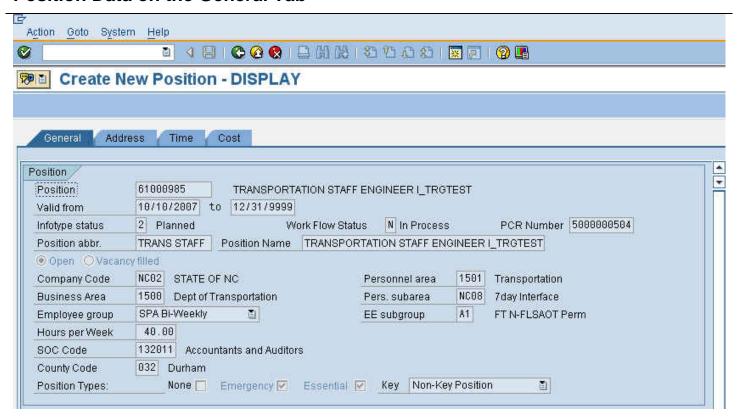


This reference defines the fields that are included in the Create New Position, position action 100, screens and tabs. The fields are list in the order they appear on the SAP screen, reading left to right for each row.



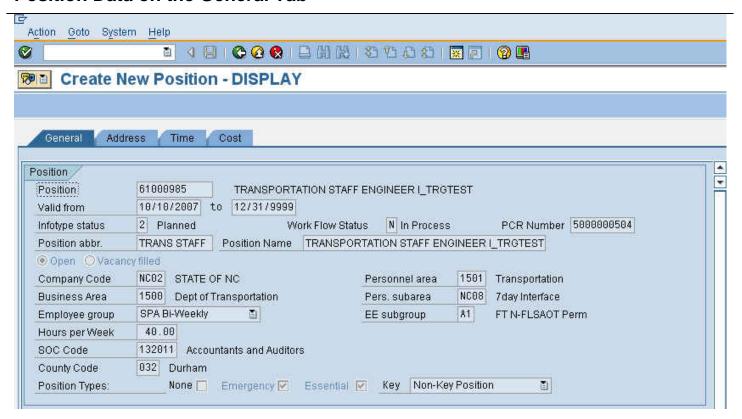
Field Name	Field Description
Position	The SAP eight-digit position code (perform a search for the correct position title) for the
	position to be maintained.
Valid from	Beginning date of the organizational assignment which identifies the start of a validity period. For existing Legacy positions, the start date was established as 01/01/1900. Note: The Validity period, also referred to as the effective date range, identifies the lifespan assigned to an object or an infotype record, or the period of time that these
	items "exist". Validity periods consist of a start date and end date.
Valid to	Contains a date that identifies the end of the validity period which is the ending date of the organizational assignment; if the assignment is ongoing, the "end of time" 12/31/9999 is entered.
Infotype status	Identifies whether the infotype is in planned or current status. Position infotypes will remain in planned status until all approvals have been obtained.
Work Flow Status	This field, automatically populated by SAP, displays the current status of a workflow item, such as "N" for in progress, "A" for has been approved by one or more approvers, "R" for rejected, and M for complete.
PCR Number	Stores the searchable, SAP generated ten-digit number used to designate a workflow item.





Field Name	Field Description
Position abbr.	Name of the Position abbreviation. Position short text is a 12 character field. Not all 12 characters have to be used. Start each short text word with a capital letter and follow the naming conventions of your agency.
Position Name	Full description of Position Name, up to 40 characters long, followed by a dash, followed by the Job Group name.
Open	Indicates that the position is vacant.
Vacancy filled	Indicates that the position is held by an employee.
Company code	Represents the highest levels of the organizational structure. Use NC01 for all agencies, except for Transportation and Employment Security Commission. Their code is NC02. All agencies except DOT and ESC use NC01.
Personnel area (Pers. Area)	Code that identifies the agency and division associated with the position. Some examples are:
	For Company Code NC01
	1401 State Controller
	 1601 Environment and Natural Resources
	Z101 State Personnel
	8701 School of Science and Math
	For Company Code NC02
	Transportation
	Employment Security Commission

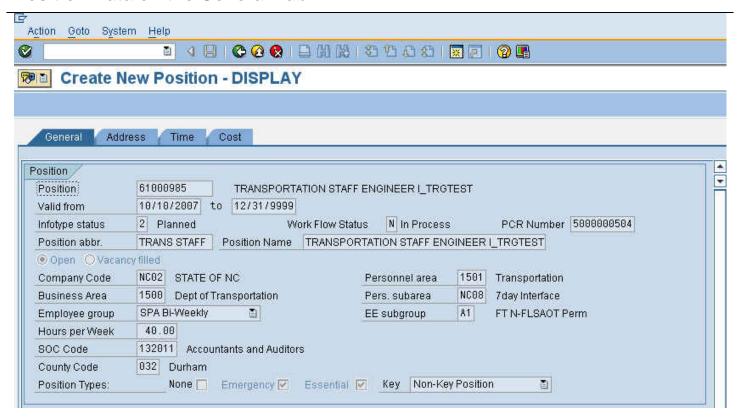




Field Name	Field Description
	The Personnel Area is tied directly to the company code and is used by Payroll to identify the specific agency for which the employee works. A company code can include one or more Personnel Areas. Personnel Area is important for selecting dates for reporting. Personnel areas determine where wages and salaries are posted and from where they are paid.
Business Area	In most cases, represents the agency. The exceptions are: • Justice (SBI) • HHS (403-b) • CCPS (Highway Patrol)
	Note : A Business Area is a unit within a company code used by Finance to complete set of income statements and balance sheets. The Business Area represents a separate area of operations or responsibilities within an organization.



Position Data on the General Tab



Field Name

Field Description

Pers. subarea (Personnel subarea) Code that defines various working schedules so that Time Management can define groups of specific time entry rules. Some examples include:

- NC01 7 day Norm
- NC04 7 day El/Ap
- NC07 7 day Temp
- NC09 7 day External

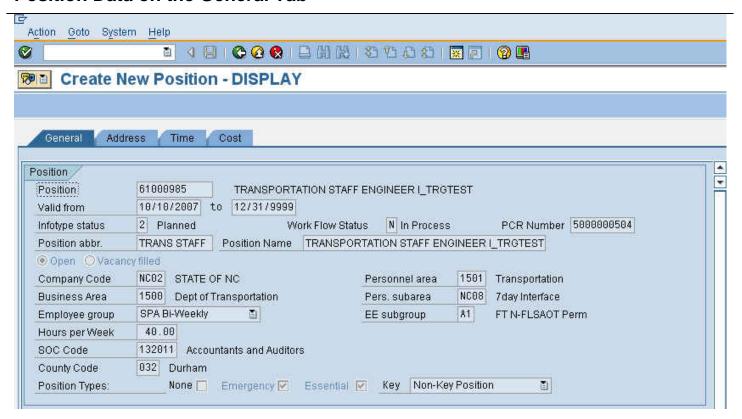
The Personnel subgroup groups similar jobs to conform to time and attendance rules. There are five key elements that determine an employee's Personnel Subarea assignment:

- Calendar assignment
- Relationship to the state (regular vs. temp vs. elected vs. contractor)
- Quota accrual rules/requirements
- Work schedule rule (to restrict the available work schedules)
- Working period (which defines Overtime Period)

4 of 17

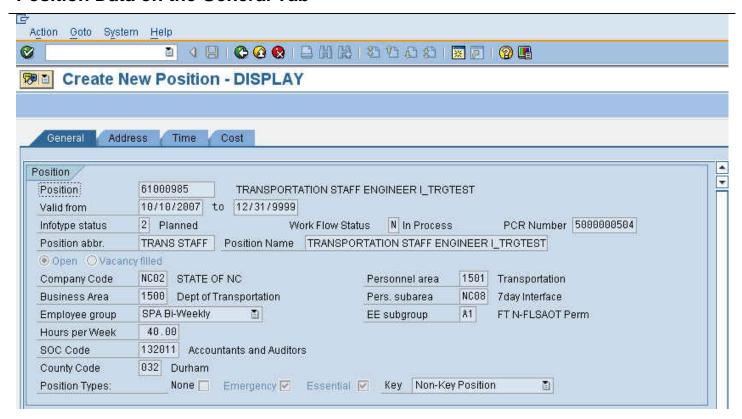
See the *Personnel Area and Subarea (PSA* job aid that is available on the Beacon University Help website for detailed information concerning the relevant PSAs associated with each Personnel Area.





Field Name	Field Description
Employee Group (EE Grp, EE Group,	Assigns the appointment type and establishes rules for calculating leave and managing pay. Some field values include:
EG)	 A SPA Employees (Subject to Personnel Act employees)
	 K EPA Employees (Exempt from Personnel Act Employees)
	 O Supplemental Staff (temporaries, pick up firefighter, National Guard, contractor, etc.)
	P SPA Bi-Weekly
	See the <i>Employee Groups and Subgroups Definitions</i> job aid that is available on the Beacon University Help website for detailed information.
EE Subgroup (Employee subgroup, ESG)	The EE subgroup field: • Defines the position work status (full time, part time) and the position work schedule.
	 Determines detailed and specific calculation rules for employee pay.
	 Defines if the position is subject to or not subject to FLSA Overtime (OT).
	Some examples of the EE subgroup for the SPA Employees EE group include: • A1 FT N-FLSAOT Perm (Full-time, not subject to FLSA Overtime, Permanent)
	 A2 FT N-FLSAOT Prob (Full-time, Not-Subject to FLSA Overtime, Probation)
	 B1 FT S-FLSAOT Perm (Full-time, Subject to Overtime, Permanent)
	See the Employee Groups and Subgroups Definitions job aid that is available on the
	Beacon University Help website for detailed information.





Field Name	Field Description
Hours per Week	Represents the budgeted number of hours per week for the position. In most cases the value will be 40 hours per week.
SOC Code	Stores the Standard Occupational Classification occupational code for the position. SAP assigns the SOC code for graded positions. For banded positions, the SOC code will be determined by the agency.
County Code	Contains the three-digit code for the county where the position is located.
Position Types	 The State has three separate designations for critical positions which are defined as follows: Emergency – Positions required to work during adverse weather or conditions of a serious nature that prohibit some employees from reporting to work. Essential – Positions exempt from an Executive Order prohibiting the filling of positions.
	 Key – Positions designated by an agency that include responsibility for performing mission critical work necessary for the organization to achieve its business goals. A vacancy in a key position of over one week would have a negative impact on the delivery of services because of the criticality of the work.
	A position can be designed with more than one type. If no types are applicable, select None .

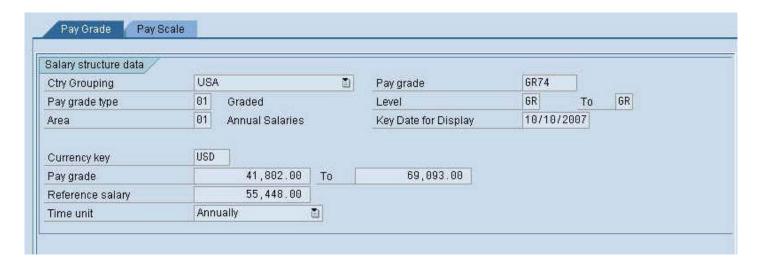


Position Relationships Data on the General Tab



Field Name	Field Description
Org Unit	Contains the eight-digit number that represents the organizational unit to which the
	position belongs.
Job	Contains the eight-digit number for the job assigned to the position.
Reports to	Contains the eight-digit position number that represents the supervising (chief) position
	for the organizational unit.

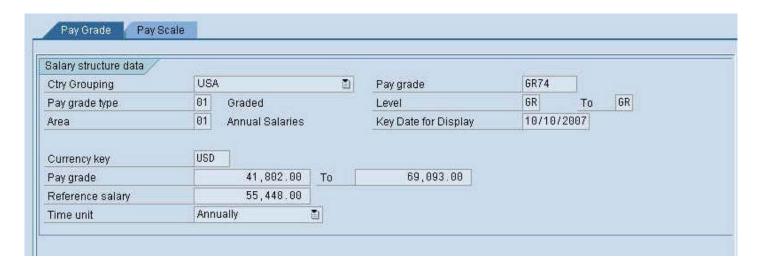
Pay Grade tab on the General tab



Field Name	Field Description
Ctry Grouping	Indicates the country that is used in the Human Resources components of SAP. Accept USA , for United States as the default value. This field is populated from the Planned Compensation infotype for the Job.
Pay grade	The code for a group of similar jobs for employee compensation. A pay grade is defined by the country, the pay grade type and the pay grade area. A pay grade can be divided into several pay grade levels. This field is populated from the Planned Compensation infotype for the Job.



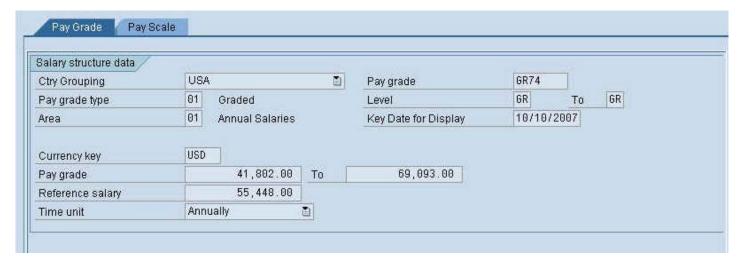
Pay Grade tab on the General tab



Field Name	Field Description
Pay grade type	Distinguishes between the different types of pay grade structures, such as: • 01 Graded
	02 Banded
	03 Flat rate
	04 T-Grade
	05 X-Grade
	This field is populated from the Planned Compensation infotype for the Job.
Level (Pay grade level)	Defines the code for the salary range within the pay grade. Each level has a minimum and a maximum amount. This field is populated from the Planned Compensation infotype for the Job.
Pay grade area	Distinguishes the salary structure. Some examples include:
	09 Flat Rate Judicial
	 14 Flat Rate Judicial Hourly
Key Date for Display	Defaults to today's date. This field confirms that the data displayed on the tab is current.
Currency key	Accept USD, for US dollars as the default value.
Pay grade	Stores the minimum of pay range. This field is populated by the Planned Compensation infotype record for the Job.
Pay grade to	Stores the maximum of pay range. This field is populated by the Planned Compensation infotype record for the Job.



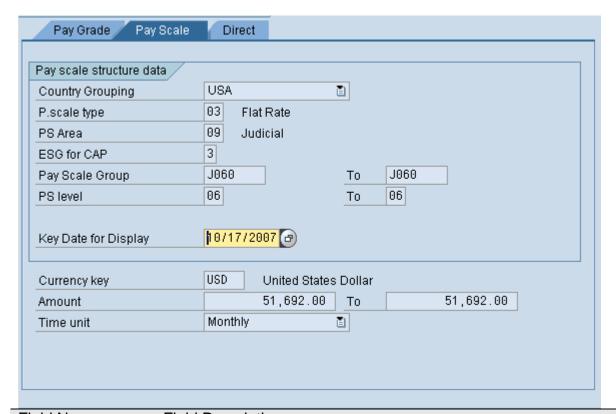
Pay Grade tab on the General tab



Field Name	Field Description
Reference salary	Contains an absolute amount that can be used as a reference point in the pay grade. The reference salary represents the midpoint of the pay grade. This field is populated by the Planned Compensation infotype record for the Job.
	If the position is banded, the reference salary is one market index (journey) of the band.
	Example: The minimum paid for the pay grade is USD 4000 and the maximum paid is USD 6000. The reference salary in your organization represents the midpoint. In this case, the reference salary would be USD 5000.
Time unit	Determines which unit of time is used to calculate/display amounts in compensation administration. Values can be: • Monthly • Annually • Hourly • Weekly
	This field is populated by the Planned Compensation infotype record for the Job.



Pay Scale tab on the General tab



Field Name	Field Description
Ctry Grouping	Indicates the country that is used in the Human Resources components of SAP. Accept
(Country Grouping)	USA, for United States as the default value.
ESG for CAP	This is the Employee Subgroup for the Capacity field which is set at configuration and
	is always "3".
P. scale type	Distinguishes between the different types of pay grade structures, such as:
	01 Graded
	02 Banded
	03 Flat rate
	04 T-Grade
	05 X-Grade
Pay Scale Group	Defines the code for the salary range within the pay grade. Each level has a minimum
	and a maximum amount.
PS Area	Distinguishes the salary structure. Some examples include:
	09 Flat Rate Judicial
	14 Flat Rate Judicial Hourly
PS level	Defines the code for the salary range within the pay scale.



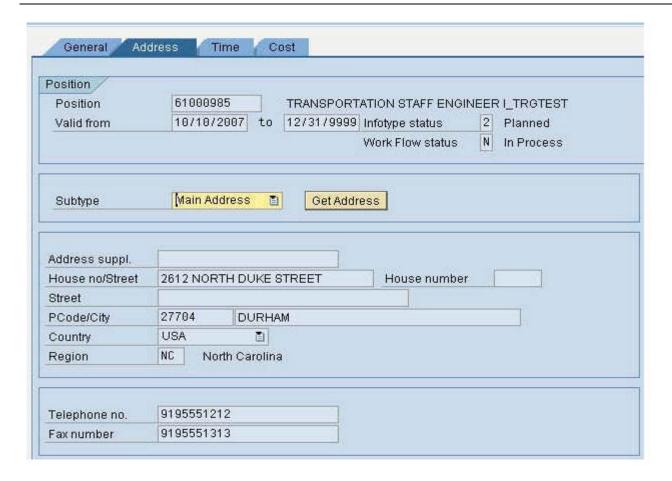
Pay Scale tab on the General tab



Field Name	Field Description
Key Date for Display	Defaults to today's date. This field confirms that the data displayed on the tab is current.
Currency Key	Accept USD, for US dollars as the default value.
Amount	Stores the minimum and maximum pay range.
Time Unit	Stores the maximum of pay range.



Address Tab



Field Name	Field Description
Subtype (Address	Expansion of the infotype record to store additional information. For Addresses the
tab)	subtypes are
	 Courier
	Mailing address
	Main address
Address suppl.	Leave blank. This field is not used by BEACON.
House no/Street	Identifies the street name up to a maximum of 30 characters.
House number	Identifies the street number up to a maximum of 6 characters.
Street	Leave blank. This field is not used by BEACON.
P Code/City	Contains the postal (zip) code for the address and the city. For example, 27513
	Raleigh
Country	Identifies the country. Accept USA, for United States of America as the default value.
Region	Contains the two-digit character code for a state. Select NC for North Carolina.
Telephone no.	Identifies the phone number for the workstation or desk assigned to the position.
Fax number	Identifies the fax number assigned to the position.



Time Tab

General Address Time Cost	
Position	
Position 61000001	
Valid from 10/17/2007 to 12/31/9999 Infotype status	g 2 Planned
Work Flow sta	itus 📗
Overtime Compensation(9005)	Weekend Shift Premium(9009)
Immediate Payout	
OR Davis	Weekend Shift Prem Rate
Comp Aging Limit Days	
	Holiday Premium Rate(9010)
Holiday Payout Period(9006)	
Immediate Payout	Holiday Premium Rate
OR	On-Call(9011)
Comp Aging Limit Days	
	On-Call Comp Accrued
Night Shift Premium(9007)	On-Call Rate \$
Night Shift Prem Rate	Oli-Call Rate #
Evening Shift Premium(9008)	Callback(9012)
Evening Shift Prem Rate	Callback Accrual
Lyoning child for fullo	- Calibrative Color
	Extended Duty(9016)
	Extended Duty Rate

Field Name	Field Description
Overtime Compensation (9005)	
Immediate Payout	Indicates if OT is to be paid out immediately.
Comp Aging Limit	Indicates if overtime compensatory time is to be paid out (FLSA Subject only) or expired (FLSA Not-subject only) at a point earlier than 12 months from when it was earned. The Comp Aging Limit field should be populated with the corresponding number of days (30 days, 60 days, etc.). The default is 365 days. If no record exists, the default value of 365 applies.



Time Tab

General Address Time Cost	
Position	
Position 61000001	
Valid from 10/17/2007 to 12/31/9999 Infotype statu Work Flow sta	
WORK Flow Sta	alus 🔲
Overtime Compensation(9005)	Weekend Shift Premium(9009)
Immediate Payout	
OR	Weekend Shift Prem Rate
Comp Aging Limit Days	
	Holiday Premium Rate(9010)
Holiday Payout Period(9006)	
	Holiday Premium Rate *
Immediate Payout OR	On Onligonati
Comp Aging Limit Days	On-Call(9011)
Comp Aging Limit	On-Call Comp Accrued
Night Shift Premium(9007)	
	On-Call Rate \$
Night Shift Prem Rate	
Evening Shift Premium(9008)	Callback(9012)
Evening Shift Prem Rate	Callback Accrual
	Extended Duty/0016
	Extended Duty(9016)
	Extended Duty Rate
	Existing 5 both (vite

Field Name	Field Description
Weekend Shift Pre	mium (9009)
Prem Rate	Indicates the weekend shift premium rate. Note : If OSP has approved a rate other than
	the default of 10%, the rate as a percentage must be entered in the rate field.
Holiday Payout Per	riod (9006)
Immediate Payout	Indicates if Holiday compensatory time is to be paid immediately.



Time Tab

General Address Time Cost	
Position 61000001	
Valid from 10/17/2007 to 12/31/9999 Infotype stat	tus 2 Planned
Work Flow s	
Overtime Compensation(9005)	Weekend Shift Premium(9009)
Immediate Payout	
OR Davis	Weekend Shift Prem Rate
Comp Aging Limit Days	
	Holiday Premium Rate(9010)
Holiday Payout Period(9006)	
	Holiday Premium Rate
Immediate Payout	
OR Comp Aging Limit Days	On-Call(9011)
Comp Aging Limit Days	On-Call Comp Accrued
Night Shift Premium(9007)	
	On-Call Rate \$
Night Shift Prem Rate	
Evening Shift Premium(9008)	Callback(9012)
Evening Shift Prem Rate	Callback Accrual
	Extended Duty(9016)
	Extended Duty Rate
	Extended Duty Rate

Field Name	Field Description
Comp Aging Limit	Indicates if holiday compensatory time (equal time off for time worked on a holiday) is to be paid out at a point earlier than 12 months from when it was earned. The Comp Aging Limit field should be populated with the corresponding number of days (30 days, 60 days, etc.). The default is 365 days. If no record exists, the default value of 365 applies.
Holiday Premium F	Rate (9010)
Holiday Premium Rate	Indicates if the position is eligible for holiday premium rate. Note: If the OSP approved a rate other than the default of 50%, the rate as a percentage must be entered in the rate field.



Time Tab

General Address Time Cost	
Docition	
Position 61000001	
Valid from 19/17/2007 to 12/31/9999 Infotype status	2 Planned
Work Flow sta	
Overtime Compensation(9005)	Weekend Shift Premium(9009)
Immediate Payout OR	Weekend Shift Prem Rate
Comp Aging Limit Days	weekend Shill Frem Rate
Compriging Limit	
	Holiday Premium Rate(9010)
Holiday Payout Period(9006)	
	Holiday Premium Rate
Immediate Payout OR	On-Call(9011)
Comp Aging Limit Days	CIPCAII(3011)
	On-Call Comp Accrued
Night Shift Premium(9007)	
	On-Call Rate \$
Night Shift Prem Rate	
Evening Shift Premium(9008)	Callback(9012)
Evening Shift Prem Rate	Callback Accrual
	Estandad Duty (2004 C)
	Extended Duty(9016)
	Extended Duty Rate

Field Name	Field Description
Night Shift Premiu	m Rate (9007)
Night Shift Prem	Indicates the night shift premium rate. Note: If the OSP has approved a rate other than
Rate	the default of 10%, the rate as a percentage must be entered in the rate field.
On-Call (9001)	
On-Call Comp	Indicates if the time is to be collected as On-Call comp time.
Accrued	
On-Call Rate	The OSP approved on-call rate, expressed in dollars and cents.



Time Tab

General Address Time Cost	
Position	
Position 61000001	
Valid from 10/17/2007 to 12/31/9999 Infotype statu Work Flow sta	
WORK Flow Sta	alus 🔲
Overtime Compensation(9005)	Weekend Shift Premium(9009)
Immediate Payout	
OR	Weekend Shift Prem Rate
Comp Aging Limit Days	
	Holiday Premium Rate(9010)
Holiday Payout Period(9006)	
	Holiday Premium Rate *
Immediate Payout OR	On Onligonati
Comp Aging Limit Days	On-Call(9011)
Comp Aging Limit	On-Call Comp Accrued
Night Shift Premium(9007)	
	On-Call Rate \$
Night Shift Prem Rate	
Evening Shift Premium(9008)	Callback(9012)
Evening Shift Prem Rate	Callback Accrual
	Extended Duty/0016
	Extended Duty(9016)
	Extended Duty Rate
	Existing 5 both (vite

Field Name	Field Description
Evening Shift Prem	ium (9008)
Evening Shift Prem	If OSP has approved a rate other than the default of 10%, the rate as a percentage
Rate	must be entered in the rate field.
Callback (9012)	
Callback Accrual	Indicates if the compensation for callback will be accrued as comp time rather than
	pay.
Extended Duty (901	6)
Extended Duty Rate	The approved rate expressed as a percentage for extended duty.